



# NATIONAL GUARD OF ARIZONA

## HUMAN RESOURCES OFFICE

5636 E. McDowell Road, Phoenix, Arizona 85008-3495

Telephone: (602) 267-2790 DSN: 853-2790



Instructions: Completing the DD 1556

Once completed, forward DD 1556 to the Human Resources Office Attention to AZAA-HR-ED.

### Section A

Boxes 1-3: Self-explanatory

Box 4: See attached for education level code

Boxes 5-13: Self-explanatory

Boxes 14-15: Leave Blank

Box 16: Self-explanatory

### Section B

Box 17: Self-explanatory

Box 18: Please describe *in detail* an overview of, and objectives to be gained from the training. Also express how it pertains to your *technician* job. Attach the course description, agenda, messages or brochures that announce the course, dates and funding instructions, or other relevant material related to the course.

Box 19a: Name of vendor providing training

Box 19b: Self-explanatory

Box 19c: Only fill out if training is being conducted at location other than listed in Box 19b.

Box 20: See attached for Course Codes. Leave box part (e) and (k) blank.

Box 21: Self-explanatory

Box 22: Leave Blank

Box 23: Start and end date of course, do not include travel days.

## **Section C**

- Box 24: Check box if there is no travel, tuition, or training material cost, & skip to Section D.
- Box 25: Include applicable tuition costs in part (a), books and other materials in part (b), and the total (c). Leave part (d) blank.

Boxes 26-31: Leave Blank

## **Section D**

- Box 32: Self-explanatory
- Box 33a: Leave Blank
- Box 33b: Leave Blank
- Box 33c: Leave Blank
- Box 33d: Leave Blank
- Box 34a: Leave Blank
- Box 34b: Leave Blank
- Box 34c: Leave Blank
- Box 34d: Leave Blank
- Box 34e: Leave Blank
- Boxes 35-38: Leave Blank

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**Item 4 – Enter appropriate code for trainee's education level**

00 – Not applicable	06 – TOP Certificate	14 – Post Bachelor
01 – No formal or some elementary	07 – Started college	15 – 1 <sup>st</sup> Professional
02 – Elementary graduate	08 – 1 year of college	16 – Post 1 <sup>st</sup> Professional
03 – Some high school	09 – 2 years of college	17 – Master Degree
04 – High school graduate or certificate of equivalency	10 – Associate Degree	18 – Post Master
05 – Terminal Occupational Program (TOP)	11 – 3 years of college	19 – 6 <sup>th</sup> year Degree
	12 – 4 years of college	20 – Post 6 <sup>th</sup> year
	13 – Bachelor Degree	21 – Doctorate Degree
		22 – Post Doctorate

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**Item 20 – COURSE CODES – Enter appropriate codes from those listed below.****A – PURPOSE**

1 – Mission or program change	6 – Develop unavailable skills
2 – New technology	7 – Trade or craft apprenticeship
3 – New work assignment	8 – Orientation
4 – Improve present performance	9 – Adult basic education
5 – Meet future staffing needs	

**B – TYPE**

1 – Executive and management	6 – Clerical
2 – Supervisor	7 – Trade or craft
3 – Legal, medical, scientific or engineering	8 – Orientation
4 – Administration and analysis	9 – Adult basic education
5 – Specialty and technical	

**C – SOURCE**

A – US Army	S – Defense Logistics Agency
D – Other DoD	2 – Government-Interagency
F – US Air Force	3 – Non-Government, designed for agency
M – US Marine Corps	4 – Non-Government, off-shelf
N – US Navy	5 – State or local Government

**D – SPECIAL INTEREST**

0 – No special program	1 – Executive Development	2 – Supervision
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**F – SECURITY CLEARANCE OF COURSE**

U – Unclassified	C – Confidential	S – Secret	T – Top Secret
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**G – ALLOCATION STATUS**

1 – Primary	2 – Alternate	3 – Space Available
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**H – PRIORITY**

Enter priority 1, 2, or 3 IAW DoD instruction 1400.25-M, Chapter 410

**I – TRAINING LEVEL**

1 – Elementary	3 – Vocational/Technical/Secretarial/	4 – College undergraduate
2 – High School	Business/Commercial/Administrative	5 – College graduate

**J – METHOD OF TRAINING**

1 – On-the-job training (formal)	6 – Directed study
2 – Rotation of work assignment	7 – Classroom (resident)
3 – Seminar (training)	8 – Classroom (on site)
4 – Conference/meeting/symposium	9 – Test/Equivalency
5 – Correspondence	

**L – REASON FOR SELECTION OF COURSE**

1 – Quality of training	5 – Not available in Government
2 – Most cost effective	6 – Incidental to procurement of equipment
3 – Unique capability of training source	7 – Timeliness
4 – Location	